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Description automatically generatedPosition: RECEPTIONIST**

**Job Type**: Part Time

**Pay**: $14.00 per hour

**Benefits**: Employee Discount, Flexible Schedule

**Shifts Available**: Weekends-8 Hour Shift (8am to 4pm) , Evenings-4 hour shift (4pm to 8pm)

PRN available some weekdays when needed

**SKILLS**

* Excellent interpersonal and relationship development skills with the ability to anticipate the needs of residents and family members.
* Ability to multitask, organize and follow-up with minimal supervision.
* Problem solver and critical thinker.
* Exceptional communication skills, both written and verbal.

The Receptionist will greet and provide excellent customer service to residents, staff and visitors at Christwood. Must maintain a friendly, professional appearance at all times. Duties include but are not limited to the following:

* Responsible for handling front office reception and general administrative duties.
* Serves residents, visitors, vendors and other outside guests by greeting, welcoming and directing them appropriately.
* Answer phones to field questions and direct calls.
* Coordinates any urgent communication to nursing, maintenance or emergency personnel as needed, including but not limited to fire alarms, and resident emergencies.
* Prepares mail and packages for pickup for residents as needed and distributes incoming mail to the appropriate persons.
* Performs various administrative duties as directed by management staff.

Nestled on 117 wooded and beautifully landscaped acres, in Covington, Louisiana, Christwood is considered the Northshore’s Premier Retirement Community and is dedicated to providing opportunities and promoting dignity and independence in older adults. Our not-for-profit Life Plan Community offers independent and assisted living as well as cognitive memory care, skilled nursing and rehabilitative care. Voted Best Place to Work by Citybusiness news journal in 2021, our staff members are just as special as the residents of our community. Christwood is committed to attracting and retaining talented, highly attentive staff members who are passionate about providing exceptional service.

Contact Amy Donald at [adonald@christwoodrc.com](mailto:adonald@christwoodrc.com) to apply. Christwood is located at 100 Christwood BLVD, Covington, LA 70433.